

## WORK ASSIGNMENT VERIFICATION FORM

YES \_\_\_\_\_ Other \_\_\_\_\_  
Region \_\_\_\_\_  
Program: RCRA or CERCLA

Work Assignment No. \_\_\_\_\_  
Site Name: \_\_\_\_\_  
W.A.M.: \_\_\_\_\_

NOTE: Each Work Assignment Manager should review the monthly financial and progress report before verifying costs and if any problems are noted, discuss directly with the Regional Project Officer within 3 working days of receipt. Otherwise, retain for your records as part of your ongoing contractor performance review.

### CHECK ONE

- \_\_\_\_\_ Sufficient progress has been made by the contractor to support payment for work performed during the month of \_\_\_\_\_.
- \_\_\_\_\_ Contractor must provide additional cost justification to enable verification of costs on this work assignment.
- \_\_\_\_\_ Costs listed below should be withheld since they cannot be verified.

Comments/Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### MONTHLY CONTRACTOR REVIEW

CHECK (1) ONE FOR EACH STATEMENT LISTED BELOW. In an effort to avoid future problems, a Monthly Contractor Review will be completed on ALL Work Assignments. Any of the 15 points that fall below average or any problem areas indicated below will be addressed immediately by the EPA Regional Project Officer and Contractor Regional Manager.

Contractor's:	+AVG	AVG	-AVG
1. effectiveness of Analysis/Originality of Product	_____	_____	_____
2. organization of technical data	_____	_____	_____
3. support (e.g., Adherence to Regulations and Procedures)	_____	_____	_____
4. technical approach	_____	_____	_____
5. thoroughness in technical aspects	_____	_____	_____
6. responsiveness to schedules	_____	_____	_____
7. ability to adjust to set/changing Priorities	_____	_____	_____
8. ability to maintain schedule	_____	_____	_____
9. ability to maintain budget	_____	_____	_____
10. efforts to minimize project cost	_____	_____	_____
11. ability to accurately project actual costs	_____	_____	_____
12. management of Resource Utilization	_____	_____	_____
13. ability to manage Subcontractors	_____	_____	_____
14. Quality Assurance procedures are	_____	_____	_____
15. Coordination/Communication with EPA concerning project	_____	_____	_____

List any problem areas that need to be addressed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Work Assignment Manager Signature

\_\_\_\_\_  
Date

REPORT MONTH: AUG., 1990

WORK ASSIGNMENT FINANCIAL STATUS REPORT - COST DETAIL

TES X - ZONE III CONTRACT 68-W9-0007

RCRA REGION 5

W.A. NUMBER: R05011

W.A. NAME: TES X STANLEY TOOLS

	CURRENT MONTH	PROJECT TO DATE	EST TO COMPLETE	EST AT COMPLETE	AUTHORIZED BUDGET	PROJECTED VARIANCE	PERCENT EXPENDED
HOURS: P4		71.8					
P3		12.0					
P2		10.0					
P1		34.5					
TECH	2.0	3.0					
TOTAL M&E L.O.E.	2.0	131.3	938.8	1,070.0	1,070.0		12.3 %
SUBCONTRACTOR L.O.E.							
TOTAL L.O.E.	2.0	131.3	938.8	1,070.0	1,070.0		12.3 %
CLERICAL/HOS	.5	31.0					
DIRECT LABOR: PROFESSIONAL	19.44	2,678.79					
CLERICAL/HOS	3.94	257.67					
TOTAL LABOR	23.38	2,936.46	12,534.54	15,471.00			
TRAVEL: AIR							
HOTEL							
MEALS							
GROUND							
TOTAL TRAVEL			5,420.00	5,420.00			
ODC'S: RPMO/PMO ALLOCATION							
PRINTING/REPRODUCTION		36.65					
COMPUTER		132.21					
TELEPHONE	.72	32.16					
SUPPLIES/EQUIP USAGE							
OUTSIDE LABOR		65.97					
ALL OTHERS		20.50					
TOTAL OTHER DIRECT COSTS:	.72	287.49	2,392.51	2,680.00			
INDIRECT COSTS	38.15	4,670.85	20,587.15	25,258.00			
TOTAL PRIME COSTS	62.25	7,894.80	40,934.20	48,829.00			
SUBCONTRACTORS (SEE ATTACHED):							
TOTAL COSTS	62.25	7,894.80	40,934.20	48,829.00			
BASE FEE	1.86	236.84	1,228.03	1,464.87			
AWARD FEE							
TOTAL COST & FEE	64.11	8,131.64	42,162.23	50,293.87	50,294.00	.13	16.2 %

GLENN STERNAD

WORK ASSIGNMENT FINANCIAL STATUS REPORT - LABOR DETAIL

REPORT MONTH: AUG., 1990

TES X - ZONE III

CONTRACTOR NAME: METCALF & EDDY, INC.

CONTRACT NUMBER: 68-W9-0007

WORK ASSGNMT	NAME	P - LEVEL	- - - H O U R S - - -	
			CURRENT MONTH	PROJECT TO DATE
R05011	TES X STANLEY TOOLS			
	BOWERS, CHRISTOPHER L	P-LEVEL 4		56.3
	MOFFA, RICHARD P	P-LEVEL 4		12.0
	REDMAN, DAN THOMAS	P-LEVEL 4		3.0
	STOTLER, GEORGE C	P-LEVEL 4		.5
	SUBTOTAL			71.8
	BOWERS, CHRISTOPHER L	P-LEVEL 3		1.5
	BRUCE, MARY E	P-LEVEL 3		2.0
	GLASER, VIRGIL	P-LEVEL 3		.5
	JONES, RICKY LEE	P-LEVEL 3		3.0
	LENTZEN, THOMAS W	P-LEVEL 3		5.0
	SUBTOTAL			12.0
	ALLINGER, LISA A	P-LEVEL 2		6.0
	LORENZ, SUSAN K	P-LEVEL 2		.5
	LOWRY, ROBERT M	P-LEVEL 2		2.0
	THORNHILL, GARY M	P-LEVEL 2		1.5
	SUBTOTAL			10.0
	AEBIE, TODD	P-LEVEL 1		1.5
	CAMPBELL, DONALD ANDREW	P-LEVEL 1		4.0
	HULETT, STEVE A	P-LEVEL 1		.5
	MARKS, KEITH	P-LEVEL 1		1.5
	MORRIS, KIRK N	P-LEVEL 1		27.0
	SUBTOTAL			34.5
	KRAWCZYK, FRANK A	TECHNICAL		1.0
	LEONHARDT, JEFFERY A	TECHNICAL	2.0	2.0
	SUBTOTAL		2.0	3.0
	TOTAL M&E L.O.E.		2.0	131.3